

**Fermilab
FY2002 Self-assessment
Process Assessment Report
For
Technical Division**

27-Sep-2002

Division/Section performing assessment

Technical Division

Name of organization that owns assessed process

Technical Division

Organization Strategy

Safety is central to everything the Technical Division does. Part of the overall Technical Division Occupational Injury and Illness Reduction Program is to conduct ES&H walk through audits of all of its properties. Finding and correcting unsafe behavior, and soliciting employee feedback concerning the safety program, supports the overall effectiveness of the safety systems. This in turn helps the Division succeed in being a world-class organization in the field of HEP.

Names of Personnel on Assessment team

Richard Ruthe, TD Senior Safety Officer
Jamie Blowers, Quality Assurance Officer

Name of process assessed

Occupational Injury and Illness Reduction Program, ES&H Walk Through Audits

Brief description of process to be assessed

ES&H Walk Through Audits are an internal self-assessment tool that is but one component of the Technical Division's integrated Occupational Injury and Illness Reduction Program. These walk through audits are conducted by the TD ES&H Group, accompanied by the appropriate Building Manager. The purpose of the walk through audits is to:

- Assure that the building management of the area is satisfied with the level of

support that they are receiving from the TD ES&H Group.

- Talk with employees in the area, and discern whether management, supervision or employees in the area have any particular safety concerns or issues.
- Observe employee behavior to assure that appropriate safety equipment is being used and established procedures are being followed, and to subsequently address any unsafe behavior that may be noted.

An audit schedule is established at the beginning of the year, where each member of the TD ES&H Group is assigned a specific area or building to audit during the third month of each calendar quarter. The ES&H Group member arranges the audit with the appropriate Building Manager, who also participates in the audit. At the completion of the audit, the auditor drafts a memo to the Department Head that addresses each of the three bullet points described above. Any safety violations that are noted are also listed in the memo, and entered into ESHTRK as a finding to be corrected.

Are metrics associated with this process? If so, what are they?

There are no contractual metrics associated with this process. The only internal metric is the completion of the assigned audit by the end of the quarter and the issuance of a memo to the Department Head.

What are the names of the procedures associated with this process?

TD Self-Assessment Program TD-2020

Are these procedures being followed? Are they current?

The procedures are being followed, and they are current.

Describe the methodology used to assess this process.

The methodology used to assess the process consisted of reviewing the available documentation (TD policy TD-2020), interviewing TD ES&H Group personnel involved with conducting the audits, and reviewing the memos issued upon completion of the audits conducted in 2002.

Results of the assessment:

Overall the implementation of ES&H walk through audits within Technical Division is rated **excellent**. The TD ES&H Group auditors are completing their audits before the end of the quarter deadline, and are distributing a memo to the appropriate Department Head in a timely manner that summarizes the results of their audits. Any findings or violations that are discovered during the walk through audits are being entered into ESHTRK and corrected in a timely manner. Building management, supervision, and employees have provided positive feedback to the auditors and the TD SSO regarding the positive effect of the ES&H walk through audits.

Identified opportunities for improvement

Not applicable.

Schedule for implementation of improvements

Not applicable.

Status of improvements from previous assessment

Not applicable.

Attachments (supporting data, worksheets, reports, etc.)

The following attachments are incorporated into this document:

- Technical Division CY-02 Audit Schedule
- Examples of memos sent to Department Heads upon completion of the ES&H walk through audits.
- TD Self-Assessment Program TD-2020.

Technical Division CY-02 ESH Audit Schedule

Facility Complex Name	Individual Area-name	FIMS# (RPIS)	Frequency Of Tour/Yr.	MARCH	JUNE	SEPT	DEC
Lab 1							
(Peterson)	27A Winnebago - Lab 1, House A	#102	4	Herr	Kasules	Ruthe	Herr
	27B Winnebago - Lab 1, House B	#103	4	Herr	Kasules	Ruthe	Herr
(Besch)	27C Winnebago - Lab 1, House C	#104	2		Ruthe		Kasules
(Peterson)	27 Winnebago - Lab 1	#179	4	Herr	Kasules	Ruthe	Herr
Lab 2							
(Hiller)	35A Winnebago - Lab 2 Rear Bldg.	#107	4	Ruthe	Herr	Kasules	Ruthe
	35 Winnebago - Lab 2 Main Building	#180	4	Ruthe	Herr	Kasules	Ruthe
	35 Winnebago - Lab 2 - Proto Main Tunnel	#180	4	Ruthe	Herr	Kasules	Ruthe
Lab 4							
(Ramirez)	32 Winnebago - Lab 4 Computers	#106	4	Kasules	Ruthe	Herr	Kasules
	40 Shabbona - Lab 4 Offices	#108	4	Kasules	Ruthe	Herr	Kasules
	38 Shabbona - Lab 4 Village Machine Shop	#182	4	Kasules	Ruthe	Herr	Kasules
	38 Shabbona - Lab 4 Weld Shop	#182	4	Kasules	Ruthe	Herr	Kasules
Lab 5							
(Hoffman)	36A Neuqua - Lab 5 MDL	#093	2		Ruthe		Kasules
	38 Neuqua - Lab 5 MDL Offices	#094	2		Ruthe		Kasules
	36 Shabbona - Lab 5 MDL Offices	#095	2		Ruthe		Kasules
Machine Repair							
(Peterson)	29 Winnebago - Machine Repair Storage	#105	4	Herr	Kasules	Ruthe	Herr
	30 Winnebago - Machine Repair	#109	4	Herr	Kasules	Ruthe	Herr
Shabbona							
(Besch)	37A Shabbona - Component Parts Storage	#148	1		Ruthe		
	37 Shabbona - Offices	#149	1		Ruthe		
(Hoffman)	39 Shabbona - Material Development Shop	#150	2		Ruthe		Kasules
Misc. Storage							
(Hiller)	29 Winnebago - 105T4 - Storage Trailer 4	NONE	1		Herr		
	29 Winnebago - 105T5 - Storage Trailer 5	NONE	1		Herr		
	29 Winnebago - 106T6 - Storage Trailer 6	NONE	1		Herr		
	29 Winnebago - 105T7 - Welding Trailer 7	NONE	1		Herr		
Other Outlying Locations							
(Besch)	PW-8	NONE	2		Ruthe		Kasules
(G. Smith)	MP-9 Assembly Area/Trailers 120, 143	#416	4	Kasules	Ruthe	Herr	Kasules
(Besch)	Site 50 - Magnet Storage Building	#809	1				Kasules
	Tagged Photon Lab	#504	2		Ruthe		Kasules
	TPL Trailer	T035	2		Ruthe		Kasules

Technical Division CY-02 ESH Audit Schedule

Facility Complex Name	Individual Area-name	FIMS# (RPIS)	Frequency Of Tour/Yr.	MARCH	JUNE	SEPT	DEC
Satellite Machine/Weld Shops							
(Perterson)	32A Neuqua - Lab 6 Machine Shop	#184	4	Herr	Kasules	Ruthe	Herr
	25A Blackhawk Machine Shop		4	Herr	Kasules	Ruthe	Herr
(Stroud)	Wilson Hall - Ground Floor Machine Shop	#001	4	Herr	Kasules	Ruthe	Herr
	MW-9 Machine Shop	#208	4	Herr	Kasules	Ruthe	Herr
(Hiller)	MW-9 Weld Shop	#208	4	Ruthe	Herr	Kasules	Ruthe
	Accelerator Cross Gallery East Annex - Weld Shop	#212	4	Ruthe	Herr	Kasules	Ruthe
(Peterson)	Lab B - Machine Shop		4	Herr	Kasules	Ruthe	Herr
	Meson Assembly Building - Machine Shop	#412	4	Herr	Kasules	Ruthe	Herr
(Hiller)	Meson Assembly Building - Weld Shop	#412	4	Ruthe	Herr	Kasules	Ruthe
(Hiller)	Proton Assembly Building - Weld Shop	#502	4	Ruthe	Herr	Kasules	Ruthe
	Central Helium Liquefier - Weld Shop	#851	4	Ruthe	Herr	Kasules	Ruthe
Industrial Building 1							
(Bianchi)	Industrial Building 1 - Main Floor	#800	4	Herr	Kasules	Ruthe	Herr
	Industrial Building 1 - Mezzanines	#800	4	Herr	Kasules	Ruthe	Herr
	Industrial Building 1A - Compressor Building	#807	4	Herr	Kasules	Ruthe	Herr
Industrial Building 2							
(Sliwicki)	Industrial Building 2 - Main Floor	#801	4	Ruthe	Herr	Kasules	Ruthe
	Industrial Building 2 - Mezzanine	#801	4	Ruthe	Herr	Kasules	Ruthe
	Industrial 1/Industrial 2 Midway	#801	4	Ruthe	Herr	Kasules	Ruthe
	Industrial Building 2 - Magnet Debonding Area	#801	4	Ruthe	Herr	Kasules	Ruthe
	Industrial Building 2A	#803	4	Ruthe	Herr	Kasules	Ruthe
Industrial Building 3							
(Sliwicki)	Industrial Building 3 - Main Floor	#804	4	Ruthe	Herr	Kasules	Ruthe
	Industrial Building 3 - Mezzanine	#804	4	Ruthe	Herr	Kasules	Ruthe
Industrial Building 4							
(Besch)	Industrial Building 4 - Main floor	#805	4	Kasules	Ruthe	Herr	Kasules
	Industrial Building 4 - Mezzanines	#805	4	Kasules	Ruthe	Herr	Kasules
(Stroud)	Industrial Building 4 - Machine Shop	#805	4	Herr	Kasules	Ruthe	Herr
Industrial Center Building & Trailers							
(Sliwicki)	Industrial Center Building - Main Floor	#806	4	Ruthe	Herr	Kasules	Ruthe
	Industrial Center Building - Lower Level	#806	4	Ruthe	Herr	Kasules	Ruthe
	Industrial Center Building - 2nd Floor	#806	4	Ruthe	Herr	Kasules	Ruthe
	Industrial Center Building - 3rd Floor	#806	4	Ruthe	Herr	Kasules	Ruthe
	Industrial Center Building - Trailer 156	#T156	4	Ruthe	Herr	Kasules	Ruthe
	ICB Trailer Complex - Trailer 156, 157, 129	#T157	4	Ruthe	Herr	Kasules	Ruthe



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Technical Division
ES&H Group (MS 343)

To: Michael Lamm
From: Michael G. Herr
CC: Butch Bianchi / Kurt Kasules / Rick Smith
Date: 4/15/02
Re: First Quarter 2002 ES&H Tour: IB-1 and IB-1A

The following is a summary of topics covered during the first quarter 2002 ES&H walk through of the Industrial Buildings 1 and 1A. This tour was conducted on March 22, 2002 with Butch Bianchi and accompanied by Rick Smith of E&F.

Tour

The areas of Industrial Building 1 and 1A were toured and found to be in great condition. There has been a lot of effort in cleaning up IB1 and especially IB1A.

New power supplies have been installed in the west end of the building, increasing the amperage capacity from 18,000 to about 30,000 amps.

The technicians' offices in the south end of the building have been cleaned out and the area is now used as a meeting room. The technicians have new work benches in the IB1 addition on the north side of the main floor. The benches have special electronic capabilities and are vast improvement over the older models.

Employee Interviews

A short discussion was held with a number of employees during the tour to determine if they had any specific safety concerns.

The DT radiation monitor informed me that he had found an unlabeled blank off attached to a magnet on the test stand. The part was labeled and noted on his survey map.

Two other employees expressed concern about IB2 stokes vacuum pump creating oil vapors in the area outside of the midway area. Filters have been installed in the system by E&F Tool Group and the problem has been eliminated.

Findings

There were no findings.



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Technical Division
ES&H Group (MS 343)

TO: Greg Kobliska

From: Kurt Kasules

**CC: Jay Hoffman
Richard Ruthe
Glenn Smith**

Date: 5/10/2002

Subject: First Quarter 2002 ES&H Tour of Material Control

The following is a summary of topics covered during the first quarter 2002 ES&H Walk Through of the Material Control areas. This tour was conducted on March 22, 2002, and included Cliff Besch, Building Manager for Material Control Department, Jerry Peterson, and myself. Primary emphasis for this tour is the opportunity to discuss with the Building Manager the status of safety in the workplace and support provided by the TD ES&H Group.

Discussion:

A discussion with Cliff Besch, Building Manager for the areas, focused on the support provided by the TD ES&H Group. The ES&H Group is always interested in others opinions on the adequacy, timeliness, and clarity of information provided to other department members. It is important that information is provided promptly and in a manner that is both understandable and useful. The frankness in that discussion is appreciated.

Upcoming activities were discussed. The status of the current efforts to complete upgrades to the PW-8 area and moving materials from the main warehouse and Aurora warehouse was discussed. Principle concern was the volume of material to move in the limited time available. Careful analysis of the hazards and continuation of their safe work practices will be required to prevent injury or incident during this activity.

Tour:

The areas were toured and several employees were interviewed to get their perception of the support for safety in the workplace. All indicated they were comfortable with the

response of their supervisors and management. Very good housekeeping was apparent throughout the areas.

Findings:

There were no findings identified during the tour.



Fermilab

Technical Division
ES&H Group (MS 343)

TO: Victor Yarba

From: Kurt Kasules

**CC: Jim Rife
Louis Ramirez**

Date: 5/9/2002

Subject: First Quarter 2002 ES&H Tour of Village Lab 4 Complex

The following is a summary of topics covered during the first quarter 2002 ES&H Walk Through of the Village Lab 4 building, 32 Winnebago, and 40 Shabbona areas. This tour was conducted on March 21, 2002, and included Louis Ramirez for Machine Shop Department, Jim Rife, and myself. Primary emphasis for this tour is the opportunity to discuss with the Building Manager the status of safety in the workplace and support provided by the TD ES&H Group.

Discussion:

A discussion with Louis Ramirez, Building Manager for the areas, focused on the support provided by the TD ES&H Group. The ES&H Group is always interested in others opinions on the adequacy, timeliness, and clarity of information provided to other department members. It is important that information is provided promptly and in a manner that is both understandable and useful. The frankness in that discussion is appreciated.

Training and the Individual Needs Assessment were discussed. The function of the supervisor and ES&H Group in ensuring department members are current in all training needs was covered. The process whereby the ES&H Group monitors due dates and follows up with supervisors was covered to help understand our common goals.

Upcoming activities were discussed. Of prime interest was the proposed expansion of the main shop area. Another issue of concern is the cleaning of the shop floor. It has an oily residue built up over the years. Available floor scrubbers are too wide to use between machines.

Tour:

The areas were toured and several shop employees were interviewed to get their perception of the support for safety in the workplace. All indicated they were comfortable with the response of their supervisors and shop management. The areas were crowded but exhibited good housekeeping consistent with the type of work performed.

Findings:

There were no findings identified during the tour.



Fermilab

Technical Division
ES&H Group (MS 343)

To: Charles Matthews
From: Michael G. Herr
CC: Bob Stroud / Kurt Kasules / John Scott / Gary Sliwicki / Rich Ruthe
Date: 4/23/02
Re: First Quarter 2002 ES&H Tour: Wilson Hall, MW-9 and Industrial Building 4
Machine Shops

The following is a summary of topics covered during the first quarter 2002 ES&H walk through of the Wilson Hall, MW-9 and IB-4 machine shops. This tour was conducted on March 20, 2002 with Bob Stroud, John Scott and Gary Sliwicki.

Tours

Wilson Hall

The Wilson Hall machine shop was toured and housekeeping was good. All employees were observed using appropriate PPE for the work performed. A discussion was held with several employees without the presence of supervision during the tour to learn if they had any safety concerns.

An employee expressed their concern regarding a face shield box that is mounted on a uni-strut pole by the sheerer. The box presents a bump hazard to the head due to its location. Machine Management is looking into relocating the box.

Another observation made by the a member of the tour group was that the face shield boxes have signs posted on them stating that a face shield is required instead of the machines requiring the face shield. The TD ES&H group is looking into purchasing labels for these machines.

MW-9

This shop has very good housekeeping. No TD employees were present in the shop at the time of the tour. A BD technician was present and a discussion about ID badge lanyard safety occurred. He demonstrated that he did have the breakaway style lanyard.

IB-4

This shop had shifted their machines to an angle to provide more room in the shop and to allow better utilization of the crane. The housekeeping of this shop is very good. The employees interviewed in this shop had no concerns and expressed satisfaction with the level of safety support.

Another machine shop is working on a new tooling care for the IB4 shop. The old style cart design contributed to an injury earlier this year.

Findings

There are no findings issued for these shops.



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Technical Division
ES&H Group (MS 343)

To: Charles Matthews

From: Michael G. Herr

CC: Jerry Peterson / Kurt Kasules / Rich Ruthe / Roger Hiller/ Gary Sliwicki

Date: 4/29/02

Re: First Quarter 2002 ES&H Tour: Lab 1, Machine Repair, Machine Repair
Storage, Tech Shops

The following is a summary of topics covered during the first quarter 2002 ES&H walk through of Lab 1 (Cut Shop), Machine Repair, Machine Repair Storage, and the satellite machine shops. This tour was conducted on March 26, 2002 with Roger Hiller and accompanied by Gary Sliwicki.

Lab 1

The Cut Shop is generally in good shape and has good housekeeping. A lot of the floor tiles in the Lab 1 lunch room are loose and need to be replaced. The exterior paint is beginning to chip off also.

Three employees in the area were interviewed and no one had any safety concerns.

Findings: E140N frisker was out of calibration.

Machine Repair

There were no employees in the area at the time of the walk through. The area has excellent housekeeping.

Findings: None.

Machine Repair Storage

No employees were present during the walk through. The area has very good housekeeping,

Findings: None

Satellite Machine Shops

Lab 6

The area has good housekeeping. The area sided walks were cleaned off from the recent snow fall. The area is very well lit. The white walls contribute to reflecting the lights in the area. There were no findings or concerns regarding this area.

25A Blackhawk

The area has good housekeeping. No safety concerns were raised.

Findings:

- 1) Electrical cord on Filing Machine # 2167 is frayed.
- 2) A radioactive valve from PPD personnel is stored on the sheerer machine. The area is not posted as a Controlled/Radioactive Material Area. The PPD RSO has been informed.

MAB

This area has good housekeeping. The employees working in the area did not have any safety concerns. There were no findings or concerns regarding this area.

Lab B

The housekeeping remains very good. The employee that works in the shop had no safety concerns. There were no findings or concerns for this area.



Fermilab

Technical Division
ES&H Group (MS 343)

To: Charles Matthews

From: Rich Ruthe

CC: R. Hiller / B. Stroud / E. Bucki / K. Kasules

Date: 4/3/02

Re: First Quarter 2002 ES&H Walk Through: Lab 2 & Satellite Weld Shops

The first quarter '02 ES&H walk through of Lab 2 and the satellite weld shops was conducted on March 22, 2002 by Rich Ruthe and accompanied by Roger Hiller. Bob Stroud also participated by conducting a management audit, and Ed Bucki of the DOE-FAO was an additional participant. Starting with this quarter and continuing throughout the rest of the year, management personnel from another TD department (in this case Bob Stroud) will be along on the walk throughs to conduct a DuPont-style audit.

Lab 2

Tour

The Pierre Auger astrophysics group currently uses lab 2, but few people reside in the building full time. The electron beam welder may possibly be excessed and/or traded for another piece of equipment. Housekeeping was very good.

Employee Interviews

No employees were available to interview on the day of the walk through.

Findings

None.

MW-9 Weld Shop

Tour

Housekeeping was in good order. The fume extractor had been surveyed within the last year.

Employee Interviews

One of the welders stationed at this location was interviewed, and he expressed no safety concerns. He was satisfied with the level of safety support that he has received from the MW-9 personnel.

Findings

None.

Accelerator Cross Gallery East Annex Weld Shop

Tour

This satellite shop has been expanded, almost doubled in size. Housekeeping was good, and the fume extractor had been surveyed within the last year.

Employee Interview

The employee in this shop was interviewed, and he had no safety concerns.

Findings

None.

Meson Assembly Building Weld Shop

Tour

The shop was neat and orderly, and the fume extractor had been recently surveyed.

Employee Interview

The employee stationed in the shop on the day of the walk through was busy with a welding job, so he was not interviewed.

Findings

None.

Proton Assembly Building

Tour

No one is currently assigned to this weld shop, although one of the welders occasionally comes to the shop. The area was neat and orderly, and the fume extractor had been recently surveyed.

Employee Interview

No employee was present during the walk through.

Findings

None.

CHL

Tour

The work area, which is quite small, was neat and orderly.

Employee Interview

The employee assigned to the area had no safety concerns, and stated that he was satisfied with the safety support that he receives from CHL personnel.

Findings

None.



Fermilab
Technical Division
ES&H Group (MS 343)

To: Victor Yarba
From: Rich Ruthe
CC: J. Carson / G. Sliwicki / D. Smith / R. Smith / L. Ramirez / J. Scott / E. Bucki / K. Kasules
Date: 4/3/02
Re: First Quarter '02 ESH Walk Throughs: ICB, IB-2, IB-3

The first quarter '02 ES&H walk through of ICB, IB-2 and IB-3 was conducted on March 21, 2002 by Rich Ruthe and accompanied by Gary Sliwicki of E&F. Louis Ramirez also participated by conducting a management audit, and John Scott and Ed Bucki of the DOE-FAO were additional participants. Starting with this quarter and continuing throughout the rest of the year, management personnel from another TD department (in this case Louis Ramirez) will be along on the walk throughs to conduct a DuPont-style audit.

ICB

Tour

There was quite a bit of activity in ICB on the day of the walk through. All employees were observed to be using appropriate PPE and following established safety procedures. Gary Sliwicki explained that the UIP for the HVAC upgrades was almost finished, and that the project to correct the air drafts problem in the tech area should begin soon. A false wall will be constructed to draw air into the HVAC unit from outside the tech room.

Employee Interviews

A number of employees working in ICB at the time of the walk through were interviewed, and none had any safety concerns.

Findings

None.

IB-2 Midway Tech Shop

Tour

The housekeeping in this area is excellent. There was no employee activity in the shop on the day of the walk through.

Employee Interviews

Two employees were present in the shop, and neither expressed any safety concerns when interviewed.

Findings

1. The machine bolted to the floor in front of the electrical panel for the test outlets needs to be relocated.

IB-2

As usual there was a very high level of activity in this building on the day of the walk through. Even with all the activity, however, the employees were observed to be performing their activities using safe behavior and using the appropriate PPE. The “exhaust” filters have been added to the Stokes vacuum pumps, which appears to have completely eliminated any visual smoke entering the atmosphere. There have been no complaints from IB-1 personnel since their installation. Gary is still working on changes to the central vacuum system so that it can be used to clean up around the grit blast booth. Several minor findings were noted.

Employee Interviews

A number of employees were interviewed regarding their satisfaction with the safety program and to determine if they had any safety concerns. None of the employees expressed any safety concerns, and all seemed satisfied with the safety program.

Findings

1. The trench cover behind the grit blast booth was slightly askew, creating a possible trip hazard.
2. There were several small unlabeled bottles sitting on the table in the epoxy room.
3. The emergency light in the northwest corner of the wrapping room was not working.
4. A portable fire extinguisher was found to be missing its inspection seal.

IB-3

Tour

The housekeeping in this building remains quite good. The building does not have a high level of activity, but the employees working in the building on the day of the walk through were noted to be working in a safe manner and using the required PPE. Several minor findings were noted.

Employee Interviews

Two employees in the area were interviewed, and neither conveyed any safety concerns. In fact both were pleased with the safety program.

Findings

1. Cable Machine room: Two power strips were daisy-chained, into which an extension cord was plugged for the computer on the backside of the Russian cabling machine. The daisy chain needs to be removed, and a permanent electric receptacle is needed for the computer if it is to remain in use with the cabling machine.
2. Two exit signs were not working on the day of the walk through:
 - a) Over the entrance on the east side next to the tech area.
 - b) Over the south entrance.



Fermilab

Technical Division
ES&H Group (MS 343)

TO: Victor Yarba

From: Kurt Kasules

**CC: Jay Hoffman
Glenn Smith**

Date: 5/9/2002

Subject: First Quarter 2002 ES&H Tour of MP-9 & Trailers

The following is a summary of topics covered during the first quarter 2002 ES&H Walk Through of the MP-9 Assembly building and Trailer 120 and 143 areas. This tour was conducted on March 22, 2002, and included Glenn Smith for Engineering and Fabrication Department, Jay Hoffman, and myself. Primary emphasis for this tour is the opportunity to discuss with the Building Manager the status of safety in the workplace and support provided by the TD ES&H Group.

Discussion:

A discussion with Glenn Smith, Building Manager for the areas, focused on the support provided by the TD ES&H Group. The ES&H Group is always interested in others opinions on the adequacy, timeliness, and clarity of information provided to other department members. It is important that information is provided promptly and in a manner that is both understandable and useful. The frankness in that discussion is appreciated.

Training and the Individual Needs Assessment were discussed. The function of the supervisor and ES&H Group in ensuring department members are current in all training needs was covered. The process whereby the ES&H Group monitors due dates and follows up with supervisors was covered to help understand our common goals.

Upcoming activities were discussed. The status of the current project and future for the area were two topics discussed. The personnel in MP-9 have a good history in complying with lab policy and practices and a considerable period of working without a lost time or restricted time incident.

Tour:

The areas were toured and several employees were interviewed to get their perception of the support for safety in the workplace. All indicated they were comfortable with the response of their supervisors and management. Very good housekeeping was apparent throughout the areas.

Findings:

There were no findings identified during the tour. TD ES&H continues to review a possible finding for materials stored under a stairway. A final report on that question will be issued in the future.



Fermilab
Technical Division
ES&H Group (MS 343)

To: Gregg Kobliska
From: Rich Ruthe
CC: C. Besch / G. Sliwicki / K. Kasules / E. Bucki
Re: Quarterly ES&H Walk Through Tours

The TD ES&H Group conducts quarterly walk through tours to determine if Building Managers or employees have any particular safety concerns, and to ensure that employees in TD areas are getting the level of ES&H support that they need. The Building Manager of the area, a TD management/supervisor representative from another area, and one or more DOE representatives usually accompany the TD ES&H Group member on the tour. This memo summarizes one of the walk through tours.

Date of Walk Through Tour: June 24, 2002

Areas Covered by Walk Through Tour

- + Lab 1, House C
- + 37A Shabbona
- + 37 Shabbona
- + PW-8
- + Magnet Storage Building
- + TPL and Trailer
- + IB-4

Participants

- Rich Ruthe, TD ES&H Group
- Cliff Besch, Building Manager
- Gary Sliwicki, management/supervisory representative
- Ed Bucki, DOE Safety

Discussion with Building Manager

Cliff had no particular safety concerns, and he has been satisfied with the level of support that he is receiving from the TD ES&H Group.

Tour

All areas toured were neat and orderly, and the overall housekeeping was excellent. No significant safety violations were noted, although a few minor items were found as noted below.

Interviews with Employees

Several employees were interviewed in IB-4, the only location visited with any employees occupying the building. There have been no new safety concerns raised in the Grassroots Safety Committee, and this was reinforced by the fact that none of the employees interviewed expressed any safety concerns.

Findings

- (1) 37 Shabbona: The copier is partially blocking the electrical panel. (Some rearrangement to the room will probably be required.)
- (2) TPL: The emergency light (E5047) and exit light (TBS10) were not operating.
- (3) PW-8: During the recovery process, power cables that entered the building from the PW-7 tunnel were removed. The ends of the cables remaining within PW-7 extend slightly into PW-8 without any indication that they are no longer energized. (The TD ES&H Group will post a sign next to or on the cables indicating that they are not energized.)
- (4) IB-4 QC: The door on one of the electrical panels will not stay closed.
- (5) IB-4 NLC: Small propane cylinders are stored in the flammable storage cabinet. (This item was corrected on the spot by removing the propane cylinders.)



Fermilab
Technical Division
ES&H Group (MS 343)

July 30, 2002

To: Charles Matthews

From: Kurt Kasules

CC: Jim Rife

Richard Ruthe

Bob Stroud

Re: Quarterly ES&H Walk Through Tours

The TD ES&H Group conducts quarterly walk through tours to determine if Building Managers or employees have any particular safety concerns, and to ensure that employees in TD areas are getting the level of ES&H support that they need. The Building Manager of the area, a TD management/supervisory from another area, and one or more DOE representatives usually accompany the TD ES&H Group member on the tour. This memo summarizes one of the walk through tours.

Date of Walk Through Tour: June 26, 2002

Areas Covered by Walk Through Tour: Wilson Hall Machine Shop, Industrial Building 4 Shop, and MW-9 Shop

Participants: Bob Stroud, Shop Manager

Jim Rife, Management/Supervisory Representative

Kurt Kasules, TD ES&H Group

Discussion with Building Manager

The group discussion with the building manager focused first on adequacy of support for safety from management and the ES&H Group. Bob indicated he was satisfied with

the level of support from management and the ES&H Group. Training was discussed, and the normal lines of communication seem to meet his needs to keep his people current. The grassroots safety committee was discussed and Jim indicated that good input is being received from employees to help identify and understand concerns they have for safety in the workplace. Jim was supportive of the shop safety meetings using short videos he gets from Rich Ruthe. The videos have been a good addition to those meetings. Bob asked if a 113 pager can be procured for his alternate, Jim Wilson, so that he can know emergency information in Bob's absence. Kurt Kasules will take care of this for them.

Tour

Housekeeping in the Wilson Hall Machine Shop, IB-4 Shop, and the MW-9 Shop is good and contributes to better overall working conditions for the employee. All employees were observed wearing the appropriate PPE, and using a lift table to move a machine chuck.

Interviews with Employees

An interview was conducted with three employees, one from each area. They all indicated they were satisfied with the management support for ES&H issues. All indicated that any problem that came up is addressed in a timely manner and good communication is maintained with the employees as to how each issue is being addressed.

Findings

None



Fermilab
Technical Division
ES&H Group (MS 343)

July 30, 2002

To: Michael Lamm
From: Kurt Kasules
CC: Armand Bianchi
Richard Ruthe
Bob Stroud

Re: Quarterly ES&H Walk Through Tours

The TD ES&H Group conducts quarterly walk through tours to determine if Building Managers or employees have any particular safety concerns, and to ensure that employees in TD areas are getting the level of ES&H support that they need. The Building Manager of the area, a TD management/supervisory from another area, and one or more DOE representatives usually accompany the TD ES&H Group member on the tour. This memo summarizes one of the walk through tours.

Date of Walk Through Tour: June 26, 2002

Areas Covered by Walk Through Tour: Industrial Building 1 and 1A

Participants: Armand Bianchi, Shop Manager

Bob Stroud, Management/Supervisory Representative

Kurt Kasules, TD ES&H Group

Discussion with Building Manager

The group discussion with the building manager focused first on adequacy of support for safety from management and the ES&H Group. Butch indicated he was satisfied with the level of support from management and the ES&H Group. Training was

discussed, and there were no particular issues or concerns. The grassroots safety committee was discussed and Butch indicated that useful input is being received from employees to help identify and understand concerns they have for safety in the workplace. Upcoming efforts and their impact on safe working conditions in IB-1 was discussed. Those efforts include an upgrade to Stand 3, and work on LHC leads.

Tour

Housekeeping in IB-1 and IB-1A is good. No particular concerns were identified. All employees were observed wearing the appropriate PPE, and working in a safe manner.

Interviews with Employees

Interviews were conducted with two employees. They indicated they were satisfied with the management support for ES&H issues, and comfortable in reporting problems to and communicating with their supervisors. They felt the grassroots safety committee to be a good avenue to report ES&H problems and that it has been successful.

Findings

None



Fermilab
Technical Division
ES&H Group (MS 343)

To: Charles Matthews
From: Michael G. Herr
CC: L. Ramirez / R. Hiller / J. Scott / K. Kasules / R. Ruthe
Re: Quarterly ES&H Walk Through Tours

The TD ES&H Group conducts quarterly walk through tours to determine if Building Managers or employees have any particular safety concerns, and to ensure that employees in TD areas are getting the level of ES&H support that they need. The Building Manager of the area, a TD management/supervisor representative from another area, and one or more DOE representatives usually accompany the TD ES&H Group member on the tour. This memo summarizes one of the walk through tours.

Date of Walk Through Tour: June 20, 2002

Areas Covered by Walk Through Tour

- Lab 2, Lab 2 Rear Building, and Proto-main
- Satellite Weld Shops (PAB, MAB, MW9, CHL, and Accelerator Cross Gallery East Annex)
- Storage Trailers 4, 5, 6, and 7

Participants

- Mike Herr, TD ES&H Group
- Roger Hiller, Building Manager
- Louis Ramirez, management/supervisory representative
- John Scott, DOE Facility Representative

Discussion with Building Manager

Roger informed the inspection team that the sidewalk to the tornado shelter is in the planning stages. Signs have been added at the roadway to make the location of the shelter more apparent. Roger has also requested that an external antenna be installed on the receiver in the Proto-main. A request has also been submitted to replace the doors in the Proto-main.

Tour

All areas are well organized and well maintained. PAB weld shop has showed marked improvements in housekeeping. The Accelerator Cross Gallery weld shop needs some house keeping efforts.

Both PAB and MAB are missing signs required for the dual posting of Controlled/ Radioactive Material Areas. The PPD RSO was informed and will be correcting the postings.

The Lab 2 Pierre Auger project control room housekeeping has improved markedly.

Storage trailers at Machine Repair had the seasonal yellow jacket inhabitants.

Interviews with Employees

A welder was working on cutting a 12" thick piece of steel outside of MAB. We discussed the precautions necessary to prevent heat stress, due to the intense heat generated by the job and the weather conditions.

Welders in other areas expressed that they had no safety concerns.

Findings

- 1) Gas cylinder not secured in MAB welding shop. Immediately abated by welder.



Fermilab
Technical Division
ES&H Group (MS 343)

To: Victor Yarba
From: Rich Ruthe
CC: J. Hoffman / J. Peterson / J. Scott / K. Kasules
Re: Quarterly ES&H Walk Through Tours

The TD ES&H Group conducts quarterly walk through tours to determine if Building Managers or employees have any particular safety concerns, and to ensure that employees in TD areas are getting the level of ES&H support that they need. The Building Manager of the area, a TD management/supervisor representative from another area, and one or more DOE representatives usually accompany the TD ES&H Group member on the tour. This memo summarizes one of the walk through tours.

Date of Walk Through Tour: June 18, 2002

Areas Covered by Walk Through Tour

- 36A Neuqua, Material Development Lab (MDL)
- 38 Neuqua 36 Shabbona
- 39 Shabbona, Material Development Shop (MDS)

Participants

- Rich Ruthe, TD ES&H Group
- Jay Hoffman, Building Manager
- Jerry Peterson, management/supervisory representative
- John Scott, DOE Facility Representative

Discussion with Building Manager

Jay had no particular safety concerns, and he was satisfied with the level of assistance that he receives from the TD ES&H Group. Jay explained that MDL has discontinued using the bar codes and scanner for the chemical inventory since it was not working that well. An MDL generated serial number is placed on each chemical container and tracked by an internal database. A summer student has been used the past several years to update the chemical inventory. This inventory system appears to be working adequately. Although access to the MDS is tightly controlled, a question regarding the qualifications of occasional outside users was raised. It was learned that outside users must be qualified by their supervisors. This system appears to be working well; at least there have been no past problems resulting from outside use.

Tour

No significant problems were noted on the walk through tour. Bench top housekeeping was about the same as usual in MDL, but most importantly, the chemicals in the lab were well organized and no unlabeled containers were noted. Housekeeping in the MDS was not as good as usual, but is not considered a major issue. Only one individual has been working in the shop and he has been kept quite busy on a project for Pierre Auger. It was noted that the ventilation survey is past due for the hoods and dust collections systems in both MDL and MDS.

Interviews with Employees

One of the summer students working in MDL was interviewed, and they had no particular safety concerns from working in the lab.

Findings

- 1) The ventilation survey is past due for the hoods and dust collection systems in MDL and MDS. (The TD ES&H Group will take care of this finding by conducting the required ventilation surveys.)



Fermilab
Technical Division
ES&H Group (MS 343)

To: Victor Yarba
From: Michael G. Herr
CC: G. Slwicki / R. Hiller / J. Scott / K. Kasules / R. Ruthe
Re: Quarterly ES&H Walk Through Tours

The TD ES&H Group conducts quarterly walk through tours to determine if Building Managers or employees have any particular safety concerns, and to ensure that employees in TD areas are getting the level of ES&H support that they need. The Building Manager of the area, a TD management/supervisor representative from another area, and one or more DOE representatives usually accompany the TD ES&H Group member on the tour. This memo summarizes one of the walk through tours.

Date of Walk Through Tour: June 19, 2002

Areas Covered by Walk Through Tour

- IB2, IB2 Boneyard, IB2A, and Midway
- IB3
- ICB
- Trailers 129, 156, and 157

Participants

- Mike Herr, TD ES&H Group
- Gary Slwicki, Building Manager
- Roger Hiller, management/supervisory representative
- John Scott, DOE Facility Representative

Discussion with Building Manager

Gary had no particular safety concerns. The mussel breeding problem in the IB4 vacuum oven cooling system was discussed. No problems have been noted with any of the cooling systems in IB2, ICB and IB3.

New heating and air conditioning controls have been installed into the ICB system. The new systems are running well and have had no problems.

Tour

On the tour, three employees had to be reminded to wear their safety glasses while being on the production floor areas of ICB and IB2

The installation of the vent duct wall in the ICB technician area has reduced the noise and flow of air. This has improved the working conditions in the area considerably.

There is a lot of weed growth in the IB2 Boneyard that needs to be sprayed.

Air receivers in the ICB basement and IB2A lack engineering note stickers but are being addressed by a TD-wide program to review all air receivers.

Interviews with Employees

One of the employees in the IB2 midway technician shop had concerns about technicians from other areas being allowed use of the equipment in the area. A hard copy of TD- 4150 Use of Technician Machine Shops was provided to the employee and the aspects of the procedures were discussed with him.

A welder expressed concern with the ICB welding screens. The screens do not have feet mounted on them, allowing them to fall over while in use. The production manager for the area was informed and is looking into purchasing feet for the screens.

Findings

- 1) Welding screens in ICB need to have feet mounted to them to prevent them from tipping over.
- 2) Power strips are daisy chained in the ICB technician's area to power two microwaves and a coffee maker.
- 3) Unmarked carboy containing liquid by the vacuum oven control panel in the IB2 midway.
- 4) Flammables stored in a non-flammable locker by the grit blast booth.
- 5) Gas cylinder unsecured in IB2 Boneyard. The audit team secured the cylinder.

- 6) Personnel in ICB and IB2 not wearing safety glasses.
- 7) Computer boxes need to be removed from Trailer 129 and a general clean up is needed.



Fermilab
Technical Division
ES&H Group (MS 343)

To: Charles Matthews
From: Rich Ruthe
CC: L. Ramirez / J. Hoffman / J. Scott / K. Kasules
Re: Quarterly ES&H Walk Through Tours

The TD ES&H Group conducts quarterly walk through tours to determine if Building Managers or employees have any particular safety concerns, and to ensure that employees in TD areas are getting the level of ES&H support that they need. The Building Manager of the area, a TD management/supervisor representative from another area, and one or more DOE representatives usually accompany the TD ES&H Group member on the tour. This memo summarizes one of the walk through tours.

Date of Walk Through Tour: June 21, 2002

Areas Covered by Walk Through Tour

Lab 4 Machine Shop and associated offices

Participants

- Rich Ruthe, TD ES&H Group
- Louis Ramirez, Building Manager
- Jay Hoffman, management/supervisory representative
- John Scott, DOE Facility Representative

Discussion with Building Manager

Louis had no particular safety concerns, and he has been satisfied with the level of support that he has received from the TD ES&H Group.

Tour

The housekeeping in the shop is excellent. The tour participants noted no safety concerns. During one of the interviews, an employee raised a concern about the lack of heavier duty

lifting hooks being available. Lifting hooks with a maximum opening of two inches are available in the tool crib. In discussions with the Building Manager, it was agreed that when the available lifting hooks could not accommodate the item to be lifted, slings should be used. Rather than a shortage of heavier lifting hooks, there is actually a misunderstanding (at least on the part of one employee) of proper lifting techniques. This would be a good topic for the next Machine Shop safety meeting. Employees may be attempting to lift objects with regular C-clamps when they find the available lifting hooks to have too small an opening for the object.

Interviews with Employees

Four employees were interviewed during the walk through tour, and other than the concern noted above, the employees raised no safety concerns.

Findings

- (1) Tool Crib – portable hand grinder with damaged strain relief/power cord.



Fermilab
Technical Division
ES&H Group (MS 343)

To: Victor Yarba
From: Rich Ruthe
CC: G. Smith / A. Bianchi / K. Kasules / J. Scott
Re: Quarterly ES&H Walk Through Tours

The TD ES&H Group conducts quarterly walk through tours to determine if Building Managers or employees have any particular safety concerns, and to ensure that employees in TD areas are getting the level of ES&H support that they need. The Building Manager of the area, a TD management/supervisory representative from another area, and one or more DOE representatives usually accompany the TD ES&H Group member on the tour. This memo summarizes one of the walk through tours.

Date of Walk Through Tour: June 25, 2002

Areas Covered by Walk Through Tour

MP-9

Participants

Rich Ruthe, TD ES&H Group

Glenn Smith, Building Manager

Butch Bianchi, management/supervisory representative

John Scott, DOE Facility Representative

Discussion with Building Manager

Glenn had no particular safety concerns, and he has been satisfied with the level of support that he has received from the TD ES&H Group. A previous finding (ID #70156) has been corrected. The gas cylinder that had been stored under the northwest stairs was removed, and the Fermilab Senior Fire Protection Engineer reviewed the presence of some wooden crates underneath the stairs and stated that their storage in this area was acceptable. Glenn explained that he has a newer employee that missed the Tech Shop Safety training, and as allowed by

TD policy, he will give the employee specific equipment on the job training and enroll him in the next class.

Tour

As usual, all areas of the building have excellent housekeeping. Because TD no longer has the Aurora Warehouse, crates of the finished chambers are being stored in the northwest corner of the building. Approximately half a dozen employees were observed performing their job activities, including unloading crates of finished chambers. All employees performed their jobs using specified PPE and following the established safety procedures.

Interviews with Employees

Three employees were interviewed, and none expressed any safety concerns. All stated that safety concerns are addressed immediately if they should arise.

Findings

None.



Fermilab
Technical Division
ES&H Group (MS 343)

July 30, 2002

To: Charles Matthews
From: Kurt Kasules
CC: Jerry Peterson
Richard Ruthe
John Scott
Richard Smith

Re: Quarterly ES&H Walk Through Tours

The TD ES&H Group conducts quarterly walk through tours to determine if Building Managers or employees have any particular safety concerns, and to ensure that employees in TD areas are getting the level of ES&H support that they need. The Building Manager of the area, a TD management/supervisory from another area, and one or more DOE representatives usually accompany the TD ES&H Group member on the tour. This memo summarizes one of the walk through tours.

Date of Walk Through Tour: June 25, 2002

Areas Covered by Walk Through Tour: 27 Winnebago Lab 1 Main Building,

27A Winnebago, 27B Winnebago, 29 Winnebago Machine Repair Storage, 30 Winnebago Machine Repair Shop

Participants: Jerry Peterson, Building Manager

Richard Smith, Management/Supervisory Representative

John Scott, DOE/Fermilab

Kurt Kasules, TD ES&H Group

Discussion with Building Manager

The group discussion with the building manager focused first on adequacy of support for safety from management and the ES&H Group. Jerry indicated he was satisfied with the level of support from both. Training was discussed, and a concern for the extent of training required and the amount of time committed to training was covered. It was felt that in some instances there was an inordinate amount of time committed to training. Fire Extinguisher User training was an example given that uses a lot of time each year. The success of the grassroots safety committee was discussed and the history of worker safety committees in the shops was reviewed. Jerry was supportive of the shop safety meetings using short videos he gets from Rich Ruthe. The videos have been a good addition to those meetings.

Tour

Housekeeping in the Cut Shop and Machine Repair Shop is good and contributes to better overall working conditions for the employee. Storage areas are neat and orderly.

Interviews with Employees

An interview was conducted with two employees who were both satisfied with the support for ES&H issues. Neither employee had any specific issues they wished to discuss and were complimentary of their supervisors support for any concern brought to them.

Findings

None



Fermilab
Technical Division
ES&H Group (MS 343)

To: Victor Yarba
From: Michael G. Herr
CC: G. Smith / J. Peterson/ K. Kasules / R. Ruthe
Re: Quarterly ES&H Walk Through Tours

The TD ES&H Group conducts quarterly walk through tours to determine if Building Managers or employees have any particular safety concerns, and to ensure that employees in TD areas are getting the level of ES&H support that they need. The Building Manager of the area, a TD management/supervisory representative from another area, and one or more DOE representatives usually accompany the TD ES&H Group member on the tour. This memo summarizes one of the walk through tours.

Date of Walk Through Tour: September 19, 2002

Areas Covered by Walk Through Tour

MP-9 and Trailers

Participants

Michael G. Herr, TD ES&H Group

Glenn Smith, Building Manager

Jerry Peterson, management/supervisory representative

Discussion with Building Manager

Glenn had no particular safety concerns, and he has been satisfied with the level of support that he has received from the TD ES&H Group. Glenn did express some concern about the future use of his building. A couple of divisions are looking into taking over the building once the CMS panel project is completed.

Tour

As usual, all areas of the building have excellent housekeeping. All employees performed their jobs using specified PPE and following the established safety procedures. Glenn did encourage one of his employees to wear gloves while wiping parts with alcohol wipes.

Glenn also gave a briefing on how the MP9 central vacuum system was installed. Jerry found this information very useful for planning the installation of a central vacuum system in Lab 1.

Interviews with Employees

Six employees were interviewed, and none expressed any safety concerns. All employees were handed a memo instructing them how to take an online CPR/First Aid course that the National Safety Council was offering for free during the week of September 11th.

Findings

None.



Fermilab
Technical Division
ES&H Group (MS 343)

September 28, 2002

To: Victor Yarba
From: Kurt Kasules
CC: Ed Bucki
Jay Hoffman
Richard Ruthe
Gary Sliwicki

Re: Quarterly ES&H Walk Through Tours

The TD ES&H Group conducts quarterly walk through tours to determine if Building Managers or employees have any particular safety concerns, and to ensure that employees in TD areas are getting the level of ES&H support that they need. The Building Manager of the area, a TD management/supervisory from another area, and one or more DOE representatives usually accompany the TD ES&H Group member on the tour. This memo summarizes one of the walk through tours.

Date of Walk Through Tour: September 16, 2002

Areas Covered by Walk Through Tour: Industrial Center Building, Industrial Building 3, Industrial Building 2, and Industrial Building 2A

Participants: Gary Sliwicki, Building Manager

Jay Hoffman, Management/Supervisory Representative

Ed Bucki, DOE/Fermilab

Kurt Kasules, TD ES&H Group

Discussion with Building Manager

The group discussion with the building manager focused first on adequacy of support for safety from management and the ES&H Group. Gary indicated he was very satisfied with the level of support from both. Gary serves as a focal point for abatement and documentation of ESHTRK findings and the two open findings were discussed. Both remain open while E&F waits for others to complete their part of the effort. Recent activities in IB-3 included the removal of three large presses to create space for other activity in the building. Gary is also involved in the upgrade of an ICB Engineering Lab testing process.

Tour

Housekeeping is good in all the buildings toured. Storage areas are generally neat and orderly, although there is room for improvement. The area where the presses were removed has electrical stub-ups marked to prevent someone tripping while Gary waits to see if they can be used for the new activities in that space. Employees working in all toured buildings were observed wearing the appropriate PPE, and working in a safe manner. Extension cords were noted in several areas, and Gary will check to see if the activity is complete and the cords can be removed. Several locations had flammable liquid dispensers on worktables, and Gary was reminded that all such materials must be placed in the appropriate storage cabinet at the end of each shift or work process.

Interviews with Employees

An interview was conducted with employees in each of the toured building except IB-2A, which was empty. All were satisfied with the support for ES&H issues. None of the employees had any specific issues they wished to discuss and were complimentary of **their** supervisors support for any concern brought to them.

Findings

None



Fermilab
Technical Division
ES&H Group (MS 343)

July 30, 2002

To: Michael Lamm
From: Rich Ruthe
CC: Armand Bianchi / Louis Ramirez / John Scott / Ed Bucki / Kurt Kasules
Re: Quarterly ES&H Walk Through Tours

The TD ES&H Group conducts quarterly walk through tours to determine if Building Managers or employees have any particular safety concerns, and to ensure that employees in TD areas are getting the level of ES&H support that they need. The Building Manager of the area, a TD management/supervisory representative from another area, and one or more DOE representatives usually accompany the TD ES&H Group member on the tour. This memo summarizes one of the walk through tours.

Date of Walk Through Tour: September 17, 2002

Areas Covered by Walk Through Tour: Industrial Building 1 and 1A

Participants: Armand "Butch" Bianchi, Building Manager

Louis Ramirez, Management/Supervisory Representative

Rich Ruthe, TD ES&H Group

John Scott, DOE

Ed Bucki, DOE

Discussion with Building Manager

Butch had no particular safety concerns, and he has been satisfied with the level of support that he has received from the TD ES&H Group. Butch also summarized the multitude of work that is either occurring or is being planned for the test facilities in IB-1. These included: LHC large leads at Test Stand 3, Run II B2 studies, first LHC Q2 magnet at Test Stand 4, two new power supplies, and HVAC work for the mezzanine offices that will require Butch to supply a monitor for the contractor performing this work.

Tour

Housekeeping in IB-1 and IB-1A is adequate considering the level of activity that is going on in these buildings. All employees were observed to be performing their activities in a safe manner and using the appropriate safety equipment. The area under the new power supplies in the southwest corner of IB-1 has been cleaned up nicely, and the green aisle has been extended over to the stairwell at the south end of the IB-1 addition. The whole area at the south end of the IB-1 addition has been cleaned up and organized as well. The technicians that were located under the mezzanine on the west side of IB-1 have been relocated to the IB-1 addition main floor area, and in their place cubicle offices are being erected.

Interviews with Employees

Interviews were conducted with three employees. They indicated they were satisfied with the management support for ES&H issues, and comfortable in reporting problems to and communicating with their supervisors.

Findings

- (1) Four exit signs were not working, but had already been called in to FESS.
- (2) A welding cart from an unknown source was discovered in the compressed gas cylinder storage area next to IB-1A. The cart had a cylinder of oxygen and acetylene on it. (The cylinders were placed in proper storage and the cart removed from the area shortly after the walk through.)
- (3) An unlabeled container of glycol was found in IB-1A. (Label added later in the day.)

Recommendations

The installation of permanent wiring should be investigated at the north end of the main floor area of the IB-1 addition. An extension cord and power strip is currently being used to power a number of small tools, including a small heat gun, a soldering iron, etc. Although these items do not overload the power strip, this looks to be a permanent work location, and as such, should have permanent power installed.



Fermilab
Technical Division
ES&H Group (MS 343)

To: Gregg Kobliska
From: Michael G. Herr
CC: C. Besch / G. Sliwicki / K. Kasules / R. Ruthe
Re: Quarterly ES&H Walk Through Tours

The TD ES&H Group conducts quarterly walk through tours to determine if Building Managers or employees have any particular safety concerns, and to ensure that employees in TD areas are getting the level of ES&H support that they need. The Building Manager of the area, a TD management/supervisor representative from another area, and one or more DOE representatives usually accompany the TD ES&H Group member on the tour. This memo summarizes one of the walk through tours.

Date of Walk Through Tour: September 18, 2002

Areas Covered by Walk Through Tour: IB4

Participants

- Michael G. Herr, TD ES&H Group
- Cliff Besch, Building Manager
- Bob Stroud, management/supervisory representative

Discussion with Building Manager

Cliff had no particular safety concerns, and he has been satisfied with the level of support that he is receiving from the TD ES&H Group.

Tour

A magnetic wall status board was added to the mezzanine storage area. The board is used to track building maintenance projects. This board seems to be a very efficient and practical way to keep track of Material Control's various properties.

The overhead and personnel doors on the north end of the building were refurbished. The removed paint chips were found below the standard for hazardous waste and able to be disposed of in the dumpster.

A concern was raised about the sprinkler head located above a wall-mounted bookcase. Kurt was consulted and it was found that the head clearance was satisfactory for this application.

Interviews with Employees

Several employees were interviewed in IB4. There were no safety concerns raised during the walk through.

Employees interviewed were given information on how to take an online CPR/First Aid course that the National Safety Council was offering for free during the week of September 11th.

Findings

None



Fermilab
Technical Division
ES&H Group (MS 343)

To: Charles Matthews
From: Michael G. Herr
CC: L. Ramirez / A. Bianchi / R. Ruthe / K. Kasules
Re: Quarterly ES&H Walk Through Tours

The TD ES&H Group conducts quarterly walk through tours to determine if Building Managers or employees have any particular safety concerns, and to ensure that employees in TD areas are getting the level of ES&H support that they need. The Building Manager of the area, a TD management/supervisor representative from another area, and one or more DOE representatives usually accompany the TD ES&H Group member on the tour. This memo summarizes one of the walk through tours.

Date of Walk Through Tour: September 20, 2002

Areas Covered by Walk Through Tour

Lab 4 Machine Shop and associated offices

Participants

- Michael G. Herr, TD ES&H Group
- Louis Ramirez, Building Manager
- Butch Bianchi, management/supervisory representative

Discussion with Building Manager

Louis expressed concern about the general condition of the Lab 4 parking lot.

Tour

The housekeeping in the shop is excellent. During the tour it was noted that there is no sign indicating where the emergency disconnect is for the overhead crane. There is also no sign indicating that the door leading to the office area from the machine shop is not an exit.

Radioactive Material and Controlled Area signs have been removed from Lab 4 to reduce the restrictions on scrap materials sent to the railhead. The reclassification also reduces training requirements to enter the area.

Interviews with Employees

One employee express concern about not have a way to know who is qualified to use a fire extinguisher. The building manager agreed to post a list of qualified users by the fire extinguishers.

Findings

- (1) No sign for overhead crane emergency disconnect.
- (2) No sign to show that the door leading to the office area from the machine shop is not an exit.



Fermilab
Technical Division
ES&H Group (MS 343)

September 28, 2002

To: Charles Matthews
From: Kurt Kasules
CC: Roger Hiller
Jerry Peterson
Jim Rife
Richard Ruthe
John Scott

Re: Quarterly ES&H Walk Through Tours

The TD ES&H Group conducts quarterly walk through tours to determine if Building Managers or employees have any particular safety concerns, and to ensure that employees in TD areas are getting the level of ES&H support that they need. The Building Manager of the area, a TD management/supervisory from another area, and one or more DOE representatives usually accompany the TD ES&H Group member on the tour. This memo summarizes one of the walk through tours.

Date of Walk Through Tour: September 18, 2002

Areas Covered by Walk Through Tour: Village Lab 2, Village Proto-Main Tunnel, 35A Winnebago, Lab 1 Weld Shop, MAB Weld Shop, PAB Weld Shop, IB-3 Weld Shop, and CHL Weld Shop.

Participants: Jerry Peterson, Alternate Building Manager

Jim Rife, Management/Supervisory Representative

John Scott, DOE/Fermilab

Kurt Kasules, TD ES&H Group

Discussion with Building Manager

The group discussion with the alternate building manager was limited as a result of scheduling the tour while the building manager was on vacation. Jerry indicated he knew of no significant outstanding concerns that Roger had mentioned, nor of any problems in support provided to him. More detailed discussion on training and upcoming activities was omitted in favor of the tour.

Tour

Housekeeping is good in all the buildings toured. Storage areas are generally neat and orderly. The downdraft welding table in Lab 1 was discussed as a significant improvement for that area. One item mentioned was the possible use of walk over ramps in shops where welding cables were stretched across the shop floor. The thought was that it might provide better walking surfaces although no specific problem was identified during the tour. Another item discussed was the completion of the sidewalk and drainage at the west end of the Proto-Main Tunnel shelter area, to stop water flow into the shelter and provide a safer path to the shelter. Snow removal will be required during the coming months for this new walk.

Interviews with Employees

An interview was conducted with the employee in each of the shops where they were occupied. All were satisfied with the support for ES&H issues. None of the employees had any specific issues they wished to discuss and were complimentary of their supervisors support for any concern brought to them.

Findings

None



Fermi National Accelerator Laboratory

**Technical Division
Headquarters**

Self-Assessment Program

TD-2020

Version 2




Authored, TD Quality Assurance Officer

29-Oct-2001
Date



Reviewed, TD Associate Division Head

10-29-2001
Date



Approved, Technical Division Head

10/29/01
Date

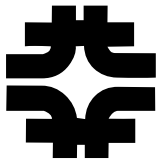


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Technical Division Self-Assessment Program

TD-2020

Date: 29-Oct-2001

Version: 2

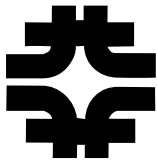
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Revision History

Version	Date	Section No.	Specifics
1	13-Nov-1995	All	Initial release
2	29-Oct-2001	All	Updated to reflect organizational and policy/procedure changes

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Technical Division Library
Senior Safety Officer
Quality Assurance Officer



1.0 Introduction

The Technical Division mission is:

“The development, design, fabrication or procurement, and testing of accelerator and detector components.”

Due to the level of complexity of the components that are fabricated in the Technical Division, it was decided to implement a formal, i.e. documented, program that describes the practices used by the division to assure the quality of our work. The purpose of the quality program is to aid the division in assuring the quality of our work, while encouraging the creativity of the people doing the work. By creating and maintaining our quality system, we are able to see and understand our organization as a *system*, not as separate groups working independently.

The Self-Assessment Program provides management with feedback on the *adequacy, implementation, and effectiveness* of the division's management systems. The assessments serve as a conduit for process verification, early detection of problems, improved processes, and new ideas. The value of an assessment is found in the improvement opportunities it identifies, as well as in the learning that takes place from doing the assessment, both for the auditor and the auditee.

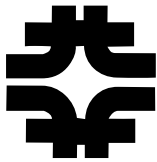
Technical Division assessments focus on systems and operations. This entails using fact-based observations as a basis for drawing conclusions about the health of the organization's systems, and the operations within those systems. The conclusions are reported in a way that can be used as lessons learned and to initiate long-term improvement. Since the focus is on improvement, auditors must be willing to think, to arrive at conclusions, and to report their findings and recommendations to management.

The Technical Division Self-Assessment Program is designed to meet the requirements of Laboratory policies and is based on, but not confined to, guidance contained in the Fermilab Self-Assessment Program Plan, as well as DOE G 414.1-1 Implementation Guide for use with Independent and Management Assessments.

2.0 Roles and Responsibilities

2.1 Headquarters

The Division Head has overall responsibility for the development and implementation of the TD Programmatic, ES&H and QA programs, and for the development of a Self-Assessment Program to evaluate these programs. The Division Head is supported in the development and assessment of these programs by line management, the ES&H Group, the QA Manager, and other resources as required.



1. By the first month of each quarter, a schedule of planned ES&H assessments for that quarter is created. The schedule identifies known internal and external ES&H assessments, as well as who is responsible for conducting the assessments.
2. On a quarterly basis, the Division Head submits a report to the Directorate, summarizing assessment activities that occurred within the division during the reporting period. Topics in the quarterly report may include, but are not limited to, information on future self-assessment plans, summaries of self-assessment activities, status of external findings, and concerns or lessons learned as a result of self-assessment activities. These reports are submitted by the 15th of April, July, October, and January. Refer to the Fermilab Self-Assessment Program Plan for more details.

The Division Head designates a member of the division management staff to develop and maintain the TD planned assessment schedule. The schedule is adjusted as necessary to ensure that assessment activities correspond with current division operations and needs.

A member of the TD Headquarters staff is assigned the responsibility for monitoring the status of external findings in ESHTRK to ensure that corrective actions are completed in a timely manner. Periodic status reports are presented to the department heads and the Division Head.

2.2 ES&H Group

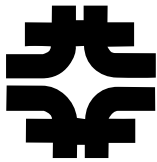
The functional responsibilities of the TD ES&H group are defined in the Technical Division Quality Management Program TD-2010, Section 1 (under responsibilities for the Support Department, section 1.5). In its ES&H assessment function, the ES&H group monitors the work environment in TD facilities through operational assessments, quarterly walk-throughs, and other periodic assessments such as ergonomic and industrial hygiene assessments. These processes help to ensure that TD workspaces conform to established Fermilab ES&H policies and practices in accordance with applicable standards and regulations. The ES&H group also investigates and writes accident and illness reports, and provides advice and guidance on ES&H matters to division management as appropriate.

2.3 QA Manager

The QA Manager assists division management in the preparation of self-assessment programs and procedures and in evaluating the results of self-assessments performed on division operations.

2.4 Departments

Departments are encouraged to perform periodic self-assessments of their work processes to assess performance and identify areas where improvements can be made to increase quality and efficiency. In addition to the quarterly OSHA-type inspections, periodic assessments should be conducted to review the status and



implementation of work processes, calibration programs, maintenance programs, quality assurance programs, and other programs and plans which are critical to the successful and effective operation of the department.

Department heads submit an assessment summary report to the Division Head on or before the 10th of January, April, July and October. This report summarizes assessment activities that occurred in the department during the previous quarter. The report includes discussion of any reviews of documented safety procedures, notable safety activities, lessons learned, and other information deemed appropriate by the department head.

The department heads are also required to submit a programmatic quarterly report to the Division Head by the 15th of January, April, July and October. These reports summarize the budget spending profile, programmatic issues and any unusual circumstances or constraints within their departments.

2.5 *Internal / External Safety Committees*

At the request of the Division Head, ad-hoc committees are formed to review complex systems such as process tooling, cryogenic vessels, and cryogenic installations. For specialty assignments, the Division Head may also contract with an outside consultant or organization. As part of a committee's charge, the Division Head requires that the results of the assessment be summarized in a written report that can be reviewed and acted upon by the appropriate personnel.

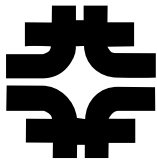
Periodically, external agencies will perform safety reviews of division systems or operations. The results of such activities are typically presented to the Division Head in written form. Before Operational Readiness Clearance is granted by the Division Head, the Division Head reviews these documents and takes appropriate action to correct noted deficiencies.

3.0 Auditor Requirements

The Technical Division recognizes the need to have skilled and qualified personnel available to participate as assessment team members in order to achieve the level of performance desired in the division's self-assessment program. Training and qualification requirements have been established for the OSHA-type inspections and the independent QA self-assessment activities. Special training and qualification requirements are not defined for all other assessments as it is held that the participating personnel, through their education and work experience, are technically competent to conduct the assessments.

3.1 *OSHA-Type Inspections*

OSHA-type inspections are described in section 4.4 of this document. Personnel conducting this self-assessment activity must satisfactorily complete training course *TD 001910 OSHA Review of 29 CFR 1910*, when it is periodically held under the direction of TD ES&H.



3.2 *Independent Quality Assurance Self-Assessments*

Independent QA assessments are described in section 4.2 of this document.

Personnel conducting this self-assessment activity are trained and qualified to the level necessary to perform their assigned role on the assessment team. Such roles include, but are not limited to, Lead Auditor, Team Auditor, Subject Matter Expert, and Observer.

The Lead Auditor is responsible for leading the audit process activities, for approving the non-conformances identified by Team Auditors, and for issuing the audit report. Lead Auditors should also use audits to help develop the skills of the Team Auditors.

The Team Auditors are responsible for carrying out an objective audit, and for documenting findings with objective evidence.

The manager initiating the assessment appoints Subject Matter Experts (SME). The role of a SME is to assist the assessment team in technical issues related to the assessment subject. The appointing manager is responsible for ensuring that the individual selected as a SME is skilled and knowledgeable in the discipline being assessed.

Observers accompany an assessment team to observe the actions and methods of the team and perform no active role in the assessment process. As such, Observers require no special qualifications or training.

Personnel participating as a Team or Lead Auditor must meet the following criteria:

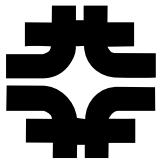
Team Auditor

To initially qualify as a Team Auditor requires the successful completion of an internal or external auditor training course or having a certification in a quality field (e.g. CQT, CQI, CQIA).

To maintain qualification as a Team Auditor requires participation in an assessment at least once every two years (this can include any type of assessment), or maintaining the appropriate certification.

Lead Auditor

To initially qualify as a Lead Auditor requires either the successful completion of a sanctioned Lead Auditor course (e.g. a 5-day Lead Assessor training, ASQ Certified Quality Auditor certification), or participation in 5 audits as a team auditor.



To maintain qualification as a Lead Auditor requires participation as a Lead Auditor in an assessment at least once every two years (this can include any type of assessment), or maintaining the appropriate certification (e.g. CQA, CQE).

4.0 Assessments

The division's self-assessment activities are organized into three different categories: management, independent, and worker. A general description of each is as follows:

Management Assessment - Management assessments are used to look at the total picture of how well our management systems meet our customer's requirements and expectations. The emphasis of a management assessment is on management issues that affect performance processes such as: planning, qualification, training, staffing, organizational interfaces, communication, cost control, and mission objectives. The purpose of this type of assessment is to identify management aspects of performance and make improvements through an introspective analysis to determine if the management infrastructure is properly focused on achieving the desired results. Management assessments can range from very informal to very formal.

Examples are:

- Division Head assessments
- Department Head assessments
- Line management assessments

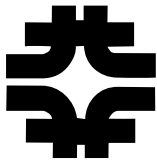
Independent Assessment - Independent assessments evaluate the performance of work processes with regard to requirements and expectations for achieving the mission and goals of the organization. The focus of independent assessments should be on the items and services produced and associated processes with the objective of improving the product/service performance and process effectiveness. (Independence is defined as not having direct responsibilities in the areas being assessed.) Independent assessments can range from very informal to very formal.

Examples are:

- ES&H Group assessments
- OSHA-style inspections
- Quality Assurance assessments

Worker Assessment - Worker assessments simply involve the worker routinely comparing the processes and products and services to defined expectations. This includes ensuring that the right products and services are being provided, the defined processes and procedures are being followed, and customer needs are being satisfied. Worker assessments are very informal.

Questions to ask and answer:



- How do I do this work?
- How do I know I am doing this work correctly?
- How do I know that the outcome is free of defects?
- What do I do if I have a problem?
- What could be done to make this work better?

Whenever possible, evaluations are made based on measurable performance objectives and/or indicators that are either defined in ES&H and/or quality system documentation, other governing documents, or that are established by the assessing organization or team based on some set of pre-established criteria. The Division Head is committed to providing the resources necessary for division organizations to establish sound programmatic, safety and quality assurance programs and for performing competent self-assessments of their operations, activities, programs and procedures.

4.1 Division Head Assessments

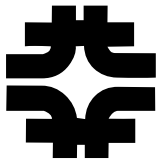
On a quarterly basis, the Division Head conducts a performance-based assessment on one of the division's departments. Through this process, the performance of all major organizational units is formally assessed. The Division Head assessment emphasizes division management's direct contact and involvement with conditions in the work place. The objective of the assessment is to evaluate the performance of the department with particular emphasis on programmatic issues, ES&H and the quality of work performance.

The assessment team typically includes the Division Head and other members of the Headquarters staff, the Department Head and other key departmental staff, selected members of the ES&H Group, the QA Manager, and others that the Division Head deems appropriate for the department being assessed.

The Division Head prepares an assessment outline in consultation with members of the assessment team that generally includes provisions for the following:

1. Review of the status of personnel training records;
2. Review of the results of past internal and external assessment findings, paying particular attention to open findings and overdue milestones;
3. Review of unusual occurrences, injuries, accident records, etc. that have occurred since the last assessment;
4. Review of departmental self-assessment activities, including assessment results and lessons learned by the department;
5. Review of the status of programs and projects assigned to the department;
6. A walk-through inspection of the department's work areas, which generally includes observations of operations and work processes and an inspection of facility conditions.

The assessment begins with an opening meeting in which the Division Head discusses the assessment topics with the department being assessed. Attendees at



the opening meeting typically include the Department Head's first line supervisors, building manager(s), and others at the Department Head's discretion.

At the conclusion of the opening meeting, the assessment team conducts a walk-through of the department's work areas. The walk-through includes discussion with area personnel that provides a forum for feedback to division management on issues that may require division-level decisions and/or resource allocation. The walk-through also includes an inspection of work areas for non-compliance to applicable DOE orders, Fermilab policies, and other codes and standards. The condition of facilities is reviewed for impact on department operations, safety, quality of work environment, and effective utilization of workspace. The walk-through also provides the opportunity to focus on difficult compliance issues and facility maintenance needs.

After the area walk-through, a closing meeting may be held. Those individuals who attended the opening meeting usually attend this meeting. If areas of particular interest or need were uncovered during the walk-through, then individuals with special knowledge of these areas may also be requested to attend. The objectives of the closing meeting are to review the results of the area walk-throughs and discuss significant aspects of the department's programmatic issues, ES&H and quality performance. The effectiveness of the department's self-assessment activities is reviewed and action plans for dealing with difficult issues are discussed.

Output:

After the assessment is completed a draft report is issued to the Department Head for review. The report covers prominent features of the assessment, including notable practices, findings, concerns, observations, recommendations for improvement, and other pertinent issues. Once the factual accuracy review is completed, the final report is distributed to all TD department heads in order to share notable practices and lessons learned across the division.

Following the issuance of the assessment report, the assessment is entered into ESHTRK. The Department Head is responsible for correcting and tracking each finding to closure.

4.2 Independent QA Assessments

At least once per year, the Division Head, or another division manager, identifies a need to assess the performance of certain elements or operations within the division (e.g. projects). When this occurs, the initiating manager consults with the QA Manager and other members of division management to define the scope and nature of the assessment. An assessment team is formed by selecting a lead auditor and an appropriate number of team auditors. Subject matter experts may be assigned to the team to assist in technical aspects of the review. Supervisors of personnel identified to serve on the assessment team are consulted prior to the commissioning



of the team to ensure that an individual's participation does not conflict with other ongoing activities or operations.

Each assessment is conducted using recognized assessment techniques. The lead auditor is responsible for organizing the assessment team and for providing a briefing to the team on the specifics of the assessment. The lead auditor prepares an assessment plan prior to the start of the assessment and is encouraged to include the assessment team in the preparation of the plan.

Output:

Following the assessment, the results of the assessment are summarized in a report that is submitted to the assessed organization for factual accuracy review. Upon completion of this review, the final report is submitted to the initiating manager for review, distribution and follow-up action.

4.3 ES&H Operational Reviews

The ES&H group conducts formal operational assessments (also called safety reviews) of the division for compliance with requirements set forth in the Fermilab ES&H Manual, Fermilab Radiological Control Manual, other applicable laboratory documents, DOE orders, codes, and standards.

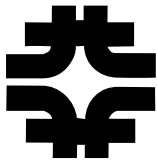
Output:

A report summarizing the results of each operational assessment is prepared and submitted to the Division Head for review and action. The report includes a summary of the assessment objectives and results and identifies deficiencies and any areas of concern. The report also makes recommendations on possible courses of action that will correct identified deficiencies and concerns in the spirit of improving the overall environment of Technical Division work places.

4.4 OSHA-type Inspections

Quarterly "OSHA-type inspections" are carried out by qualified TD personnel on all buildings and outdoor areas for which the TD has landlord responsibility. Quarterly inspections are also carried out in satellite machine shops operated under TD control. Work areas are reviewed for ES&H practice and compliance to all applicable orders, codes, policies, and standards.

By the 20th day of each quarter, inspectors are appointed and assigned to specific inspection areas by TD Headquarters. Inspection assignments are recorded on the TD Quarterly SAP Inspector Assignment form and approved by the Division Head. Each inspector is randomly selected from the TD OSHA-type inspector pool, and is assigned to inspect a work area other than their own to help ensure that work areas are being reviewed by "fresh eyes."



Assignments are distributed to inspectors through their Department Head. Inspectors work with the contact person of the area to be inspected to set up inspection schedules. Area contact persons are identified on the Inspector Assignment Form. The walk-through portion of the inspection process is to be completed by the 20th day of the second month of the quarter.

During the area inspections, the inspector is accompanied at a minimum by the area contact person. Work area supervisors are also encouraged to attend inspections of their areas to clarify questions the inspector may have and to facilitate correction of deficiencies. Others may be invited to participate at the request of review participants.

Output:

After the inspection is complete, the inspection report is forwarded to the ES&H Group for entry into ESHTRK. Data entry is completed within one calendar week of the completion of the inspection. Once entered, findings are automatically assigned to department heads based on the location of the finding.

Department heads are responsible for tracking findings through closure. Questions regarding the validity of findings are addressed to the ES&H Group for resolution. The Department Head assigns responsibility for the abatement of findings to individuals within his/her organization and is responsible for providing that person with the resources necessary to accomplish abatement in a timely manner.

4.5 *Tripartite Assessments*

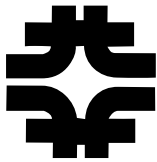
The Tripartite Assessment Program is the primary vehicle for implementing the Fermilab Self-Assessment Program, and is described in the Fermilab Self-Assessment Program Plan (SAPP). The groups participating in the Tripartite assessments of the Technical Division are the TD management, the ES&H Section and the DOE Fermi Area Office. The TD fills the role of either the Lead assessor or the Participant (Team) assessor for all Tripartite assessments of the TD.

Output:

Results from the Tripartite assessments are published using the "Self-Assessment Report" template (found on the ES&H Section web site) and are recorded and tracked in ESHTRK.

4.6 *Other ES&H Assessments*

To review the division's ES&H program, the ES&H Group conducts "quarterly walk-through audits" of various aspects of areas where TD employees are working. The audits are conducted during the third month of each quarter. The subject of these audits is chosen by the ES&H Group in consultation with division management and reflects current division activities or operations. A member from



the management audit pool accompanies the ES&H Group auditor on the walk through. These individuals are management and supervisory personnel that are focused on auditing employee activities and behavior for safe working practices. The management auditors are assigned a work area other than their own.

In addition to the quarterly wall-through audits, members of the ES&H Group perform periodic assessments in the areas of radiological control, waste management, ergonomics, and industrial hygiene.

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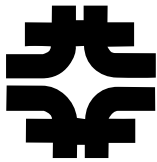
Results of the quarterly walk-throughs and other periodic assessments are provided in memos and other forms of communication to appropriate departmental staff and are entered into ESHTRK.

5.0 Response to External Assessment Activities

Periodically, external agencies and organizations assess the performance of division programs and operations. Results of these assessments are typically reported to the Division Head. As required, the Division Head responds to external assessments.

Findings generated from external assessments are entered into ESHTRK by TD ES&H and are assigned to division personnel based on the nature of the non-compliance. The person to whom a finding has been assigned is responsible for the prompt correction of the non-compliance. For more difficult or complicated issues, the responsible party develops a corrective action plan, with appropriate milestones, to resolve the non-compliance. The corrective action plan is submitted to the Division Head for concurrence before implementation. Changes to the corrective action plan are submitted to the Division Head for concurrence before the request for modification is made to the assessing organization.

As appropriate, progress made in meeting milestones and closing out assessment findings is evaluated by division management. The person responsible for the corrective action plan reports, to the Division Head, any unresolved problems associated with implementation. The Division Head responds as required and provides assistance and resources as necessary to address and resolve problem areas.



Fermilab Policy Manual

<http://www.fnal.gov/directorate/documents.html> ("Fermilab Director's Policy Manual")

Fermilab ES&H Manual

http://www-esh.fnal.gov/home/esh_home_page.html ("Manuals and Procedures")

Fermilab Self-Assessment Program Plan

<http://www-esh.fnal.gov/dirsapp/SAPP.html>

ESHTRK

http://www-esh.fnal.gov/home/esh_home_page.html ("Assessments and ESHTRK")

ES&H Section Home Page

http://www-esh.fnal.gov/home/esh_home_page.html

Appendix I of the DOE/Fermilab Prime Contract (DOE Orders)

Available in hard-copy from the Directorate (bobgrant@fnal.gov).

TD Policies and Procedures Manual - includes the TD Quality Management Program TD-2010

Hard-copy distributions in the headquarters library and the Senior Safety Officer. Documents are also being migrated to the TD home page <http://www-td.fnal.gov/> - click on the "Tech Division Info" tab.

DOE G 414.1-1 Implementation Guide for use with Independent and Management Assessments

<http://www.directives.doe.gov/pdfs/doe/doetext/neword/414/g4141-1a.pdf>

Occupational Safety & Health Administration (OSHA) - Title 29 CFR

http://www.osha-slc.gov/OshStd_toc/OSHA_Std_toc.html